

WYOMING BOARD OF COSMETOLOGY

2515 WARREN AVENUE, SUITE 302
CHEYENNE, WY 82002
307-777-3534

Examination Requirements and Procedures

All exam applications must be complete and received by the examination deadline

Requirements:

- Must have graduated from a Cosmetology school recognized by the State and have equal or greater than the amount of hours required by Wyoming, or hold a license but not meet the requirements for endorsement
- Be able to provide the Board office with certification of licensure, or certification of hours from the state you are coming from (If the State does not certify school hours, you must submit a notarized copy of your school transcripts and have the licensing body verify your schools license or certification)

Procedures:

1. Complete and return to the Board office the notarized license application along with;
 - a. Copy of current license (if licensed)
 - b. Copy of Government issued ID
 - c. Copy of Social Security Card
 - d. Copy of Proof of Lawful Presence (acceptable documentation listed below)
 - e. Examination Fee (**money order or cashier check only**)
2. Request all Certifications of licensure or hours be sent to the Wyoming Board office

*Exams are held in Casper at the Parkway Plaza Hotel, the hotel offers special room rates for candidates. For further information please contact:

Parkway Plaza
123 W. 'E' Street
Casper, WY 82602
1 (800) 270-7829 or (307) 235-1777

PROOF OF LAWFUL PRESENCE MUST BE INCLUDED WITH THIS APPLICATION

The Federal Government requires our office to have a copy of 'Proof of Lawful Presence' on file for every licensee. The following list is considered acceptable documentation for proof of lawful presence.

- A photo copy of a certified birth certificate (not a hospital document) issued in or by a city, county, state, or government entity within the United States or its outlying possessions.
- A photo copy of a U.S. certificated of birth abroad (FS-545, DS-135) or a report of birth abroad of a U.S. citizen (FS-240)
- A photo copy of a birth certificate or passport issued from: Puerto Rico, on or before January 13, 1941; Guam, on or after April 10, 1898; U.S. Virgin Islands, on or after February 25, 1927; Northern Mariana Islands on after November 4, 1986; American Samoa; Swain's Island; or District of Columbia.
- A photo copy of a U.S. passport
- A photo copy of a certificate of naturalization
- A photo copy of a certificate of citizenship
- A photo copy of a U.S. citizen identification card
- A photo copy of an individual fee registration receipt (form G-711) that shows that the person has filed application for a new naturalization or citizenship paper (form N-565)
- A photo copy of any other document which establishes a U.S. place of birth or indicates U.S. citizenship.

TAKEN FROM: WYOMING BOARD OF COSMETOLOGY STATUTE, RULES AND REGULATIONS

33-12-130

LICENSURE BY EXAMINATION

(a) An applicant for admission to board examination shall meet the following requirements:

- (i) Be a graduate of a cosmetology, manicuring or nail technology, esthetics, or hair styling school and have met training requirements comparable to those set forth in board rules;
 - (ii) Submit proper credentials as required by the board no less than fifteen (15) days before the examination is to be given;
 - (iii) Pay the required fee for examination.
- (b) The board shall issue a license to persons successfully passing the board licensing examination.

33-12-131

TIME, PLACE AND SCOPE OF EXAMINATIONS

- (a) Examinations shall be held at least six (6) times a year at a time and place designated by the board. The examinations shall be conducted by the board or a majority thereof.
- (b) The examinations shall not be confined to any specific method or system, may consist of written, oral and performance examinations and shall be of such scope and character as to disclose that any person passing the examination is qualified to receive a cosmetologist, nail technician, esthetician, hair stylist or instructor license.

33-12-133

FOREIGN APPLICANTS

Applicants licensed or trained in a foreign country shall present an English translation of the requirements they met in that country. The credentials shall be presented to the board for consideration, and a determination as to what requirements are necessary to obtain a license in Wyoming shall be made.

For Office Use Only:

License Type _____

Date of Original License _____

License Number _____

WYOMING BOARD OF COSMETOLOGY

2515 Warren Ave., Suite 302, Cheyenne WY, 82002

(307) 777-3534

www.cosmetology.wy.gov

EXAM APPLICATION

****Refer to the Qualifications, Requirements, and Procedures to apply for the Wyoming Written and Practical Exams***

Examination Fees:

- **Must be submitted in the form of Money Order or Cashier's Check Only**

Examination Fee \$ 75.00

License Fee \$ 48.00

Total \$123.00

*** No refunds, Chapter 1, Section 2 State Rules and Regulations ***

TYPE OF EXAM APPLYING FOR: COSMETOLOGIST _____ HAIR STYLIST _____ NAIL TECH _____ ESTHETICIAN _____ INSTRUCTOR _____ WAX TECH _____

NAME IN FULL _____ (_____)

CURRENT MAILING ADDRESS: _____ City, State, Zip _____
(Please notify the office of any change)

PHONE (_____) _____ Birth Date _____ / _____ / _____ SOCIAL SECURITY # _____ - _____ - _____

MALE () FEMALE () EMAIL ADDRESS _____

LICENSED: YES _____ NO _____ STATE(S) LICENSED IN _____ STUDENT: YES _____ NO _____ STATE HOURS IN _____

You must have your license before you become engaged in any practice regulated by the State of Wyoming and it must be posted at your place of employment.

1. Has any state(s) rejected your application or disciplined, restricted, revoked or suspended your license? Yes _____ No _____
2. Have you ever voluntarily surrendered your license in order to avoid disciplinary action by any regulatory agency? Yes _____ No _____
3. Have you ever been convicted of any felony? Yes _____ No _____
4. Do you now use, or within the last five (5) years have you used, alcoholic beverages habitually to excess? Yes _____ No _____
5. Do you now use, or within the last five (5) years have you used hallucinogenic, barbiturates, narcotics of any controlled substance habitually to excess? Yes _____ No _____
(If you answered 'Yes' to any of the above questions, please attach a detailed explanation including state(s) and outcome)

AFFIDAVIT AND NOTARIZATION

The undersigned, being duly sworn, upon his oath deposes and says that he is the person making the foregoing statements and that they are made in good faith and are true in every respect.

STATE OF _____

COUNTY OF _____

SIGNATURE OF LICENSEE
(Must Be Witnessed by a Notary)

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20 _____

NOTARY SEAL

SIGNATURE _____

NOTARY PUBLIC

EXPIRES _____

Wyoming Board of Cosmetology Location and Schedule of Examinations

DATE (Sunday's)	LOCATION	CITY	REGISTRATION DEADLINE
November 9, 2014	Parkway Plaza	Casper	October 20, 2014
January 11, 2015	Parkway Plaza	Casper	December 22, 2014
March 15, 2015	Parkway Plaza	Casper	February 23, 2015
May 3, 2015	Parkway Plaza	Casper	April 13, 2015
July 19, 2015	Parkway Plaza	Casper	June 29, 2015
September 13, 2015	Parkway Plaza	Casper	August 24, 2015

- **THE NATIONAL WRITTEN AND PRACTICAL EXAMINATIONS ARE ADMINISTERED BY THE BOARD**
- **YOU MUST HAVE YOUR ADMISSION LETTER AND OFFICIAL GOVERNMENT ID TO BE ADMITTED TO THE EXAM**
(The Admission Letter includes: Location, Time, Date and Day of Examination)

YOU WILL NEED TO FAMILIARIZE YOURSELF WITH THE FOLLOWING INFORMATION;

The Written Cosmetology Exam Content is as follows:

(Information for the exam is taken from all the major text books used in the schools)

Scientific Concepts 30%	Hair Care and Services 40%
Skin Care and Services 15%	Nail Care and Services 15%

The Practical Cosmetology Exam Consists of:

- | | |
|--------------------------------------|------------|
| 1. Set up and Client Protection | 10 minutes |
| 2. Thermal Curling | 10 minutes |
| 3. Haircutting | 30 minutes |
| 4. Chemical Waving | 20 minutes |
| 5. Hair Lightening and Hair Coloring | 20 minutes |
| 6. Chemical Relaxing | 25 minutes |
| 7. Basic Facial | 10 minutes |
| 8. Sculptured Nail | 20 minutes |

During all phases of the examination you will be observed for following all rules of safety, infection control and client protection.

The Written Hairstylist Exam Content is as follows:

(Information for the exam is taken from all the major text books used in the schools)

Scientific Concepts 40%	Hair Care and Services 60%
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The Practical Hair Styling Exam Consists of:

- | | |
|--------------------------------------|------------|
| 1. Set up and Client Protection | 10 minutes |
| 2. Thermal Curling | 10 minutes |
| 3. Hair cutting | 30 minutes |
| 4. Chemical Waving | 20 minutes |
| 5. Hair Lightening and Hair Coloring | 20 minutes |
| 6. Chemical Relaxing | 20 minutes |

During all phases of the examination you will be observed for following all rules of safety, infection control and client protection.

The Written Nail Technician Exam Content is as follows:

(Information for the exam is taken from all the major text books used in the schools)

Scientific Concepts 45%

Nail Technology Procedures 55%

The Practical Nail Technician Exam Consists of:

- | | | |
|----|------------------------------|------------|
| 1. | Set Up and Client Protection | 10 minutes |
| 2. | Manicure | 20 minutes |
| 3. | Nail Tip | 20 minutes |
| 5. | Nail Wrap | 20 minutes |
| 6. | Sculptures Nail | 20 minutes |
| 7. | Polish | 10 minutes |

During all phases of the examination you will be observed for following all rules of safety, infection control and client protection.

The Written Esthetician Exam Content is as follows:

(Information for the exam is taken from all the major text books used in the schools)

Scientific Concepts 65%

Esthetics Practices 35%

The Practical Esthetician Exam Consists of:

- | | | |
|----|-----------------------------------|------------|
| 1. | Set Up and Client Protection | 15 minutes |
| 2. | Cleansing the Face | 10 minutes |
| 3. | Steaming the Face | 10 minutes |
| 4. | Massaging the Face | 10 minutes |
| 5. | Manual Extraction on the Forehead | 10 minutes |
| 6. | Hair Removal of the Eyebrows | 15 minutes |
| 7. | Hair Removal on Upper Lip | 10 minutes |
| 8. | Facial Mask | 10 minutes |
| 9. | Facial Make-up | 20 minutes |

During all phases of the examination you will be observed for following all rules of safety, infection control and client protection.

The Written Instructor Exam Content is as follows:

(Information for the exam is taken from all the major text books used in the schools)

Instructional Planning 45%

Instructional Methods 35%

Classroom and Clinic Management 20%

The Practical Instructor Exam Consists of:

- | | | |
|----|---------------------------|------------|
| 1. | Theory Lesson Plan | 10 minutes |
| 2. | Theory Lecture | 20 minutes |
| 3. | Demonstration Lesson Plan | 10 minutes |
| 4. | Demonstration | 30 minutes |

During all phases of the examination you will be observed for following all rules of safety, infection control and client protection.